

OVERVIEW OF BUDGET

DEPARTMENT: FLEET MANAGEMENT
INTERIM DIRECTOR: JAMES MORALES

2001-02

	Operating Expense	Revenue	Revenue Over/(under)	Staffing
Garage/Warehouse	12,926,926	12,933,425	6,499	98.0
Motor Pool	8,528,274	10,009,521	1,481,247	8.1
TOTAL	21,455,200	22,942,946	1,487,746	106.1

BUDGET UNIT: GARAGE/WAREHOUSE (ICB VHS)

I. GENERAL PROGRAM STATEMENT

Fleet Management's Garage/Warehouse Division provides fuel, maintenance, repair, fabrication and field services for the county's fleet of vehicles and heavy equipment. This includes the warehousing of automotive parts and related road materials to support the fleet operations. Activities and programs of the Garage/Warehouse Division are financed and accounted for as an internal service fund by which all operational costs are distributed to user departments through service rates.

II. BUDGET & WORKLOAD HISTORY

	1999-00	2000-01	2000-01	2001-02
Total Operating Expense	21,059,292	12,256,928	13,272,699	12,926,926
Total Revenue	20,954,586	12,053,466	12,902,995	12,933,425
Revenue over/(under) Expense	(104,706)	(203,462)	(369,704)	6,499
Budgeted Staffing		104.8		98.0
Workload Indicators				
Number of Work Orders	20,099	20,702	19,580	19,511
Number of Billable Shop Hours	100,495	95,229	97,900	97,555
Warehouse Sales	1,116,455	1,125,948	1,293,602	1,431,376
Parts Sales	2,657,475	2,754,000	2,798,013	2,896,339
Fuel gallons dispensed	3,042,487	3,064,624	2,979,686	2,992,897

III. HIGHLIGHTS OF BOARD APPROVED CHANGES TO BUDGET (see attachments for detailed changes)

STAFFING CHANGES

Salaries and benefits reflect MOU adjustments, step increases, overtime and a net reduction of budgeted staffing of 6.8 positions. Changes in staffing include the deletion of 6.0 vacant budgeted public service employees positions. A Clerk II position and a Storekeeper position has been added to perform the work that was previously done by a public service employee. Board approved a mid-year transfer of 1.0 Safety Specialist position to the Risk Management Department. There was also a reduction of 4.0 vacant budgeted position that were determined not to be needed by the department. In addition, the vacancy factor was reduced from 2.0 positions to no vacancy factor and overtime was increased by 0.2 positions for the Motor Fleet Mechanics workload.

FLEET MANAGEMENT

GROUP: Internal Services Group
DEPARTMENT: Fleet Management
FUND: Internal Services ICB VHS

FUNCTION: General Government
ACTIVITY: Central Garage

	2000-01 Actuals	2000-01 Approved Budget	2001-02 Board Approved Base Budget	2001-02 Board Approved Changes to Base Budget	2001-02 Final Budget
<u>Appropriations</u>					
Salaries and Benefits	4,506,687	5,155,167	5,375,621	(200,929)	5,174,692
Services and Supplies	8,424,832	7,235,115	7,311,794	454,633	7,766,427
Central Computer	70,723	10,000	75,000	-	75,000
Total Expenditure Authority	13,002,242	12,400,282	12,762,415	253,704	13,016,119
Reimbursements		(363,354)	(363,354)	24,161	(339,193)
Depreciation	270,457	220,000	250,000	-	250,000
Total Operating Expense	13,272,699	12,256,928	12,649,061	277,865	12,926,926
<u>Revenue</u>					
Use of Money & Property	40,661	32,000	32,000	8,000	40,000
Current Services	12,819,449	12,021,466	12,021,466	871,959	12,893,425
State, Federal or Gov't Aid	-	-	-	-	-
Other Revenue	42,885	-	-	-	-
Total Revenue	12,902,995	12,053,466	12,053,466	879,959	12,933,425
Revenue Over/(Under) Expense	(369,704)	(203,462)	(595,595)	602,094	6,499
<u>Fixed Asset Exp</u>					
Improvements to Land	-	500,000	500,000	(500,000)	-
Struct & Improv to Structures	-	40,000	40,000	(40,000)	-
Equipment	79,110	58,298	58,298	(58,298)	-
Vehicles	-	-	-	-	-
Total Fixed Assets	79,110	598,298	598,298	(598,298)	-
Budgeted Staffing		104.8	104.8	(6.8)	98.0

FLEET MANAGEMENT

Total Changes Included in Board Approved Base Budget

Base Year Adjustments

<u>MOU/Inflation</u>		
Salaries and Benefits	220,454	MOU, 7% Tier, Workers Comp, Retirement
Services and Supplies	76,679	Inflation, Risk Mgmt Liabilities
<u>2410 Central Computer</u>	65,000	
Depreciation	30,000	
Total Operating Expense	392,133	
Total Revenue Change	-	
Total Revenue Over/(Under) Expense	392,133	
Total 2000-01 Appropriation	12,256,928	
Total 2000-01 Revenue	12,053,466	
Total 00-01 Revenue Over/(Under) Expense	(203,462)	
Total Base Budget Appropriation	12,649,061	
Total Base Budget Revenue	12,053,466	
Total Revenue Over/(Under) Expense	(595,595)	

Board Approved Changes to Base Budget

Salaries and Benefits	(120,002)	Delete vacant budgeted positions that were not needed
	56,202	Eliminated vacancy factor of 2.0 positions
	(55,847)	Safety Specialist transferred to Risk Management per Board action 11-07-00 #046.
	(137,540)	Deletion of Public Service Employee budgeted positions
	27,241	Added Clerk II that was prev. filled by Public Service Employee
	29,017	Added Storekeeper that was prev. filled by Public Service Employee
	<u>(200,929)</u>	
Services and Supplies	(257,500)	Automated Fleet Management System budgeted in Motor Pool
	712,133	Increase in purchase of fuels and materials for warehouse and heavy equipment parts
	<u>454,633</u>	
Total Expenditure Authority	253,704	
	24,161	Receive from Motor Pool for Admin. Support - Decrease due to transfer of Safety Specialist to Risk Mgmt
Reimbursements		
Total Operating Expense	277,865	
Use of Money & Property	8,000	Estimated increase in interest earned
Current Services	871,959	Anticipated increases based on increase in fuel costs and heavy equipment repairs
Total Revenue	879,959	
Revenue Over/(Under) Expense	602,094	
<u>Fixed Asset Exp</u>		
Improv to land	(500,000)	One time fuel tank replacement project
Struct & Improv to Struct	(40,000)	One time expenditure in prior budget
Equipment	(58,298)	One time expenditure in prior budget
Total Fixed Asset	(598,298)	